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12 February 1958

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Report #7
Assessment and Evaluation Staff
5 - 11 February 1958

I. SIGNIFICANT ITEMS.

1. In connection with the reported increased interest in scientific matters in the Agency and elsewhere in government, it may be useful to note the major college subjects listed by 206 JOT candidates tested in the field between December 1955 and May 1956. They are classified roughly as follows:

Social Sciences (including area studies)	142
Humanities	38
Business and Commerce	10
Earth Sciences	8
Engineering	5
Mathematics	3
Physical Sciences	0
Biological Sciences	0

II. OTHER ACTIVITIES

1. We have received and forwarded an official request from SR/ ☐ concerning the development of brief proficiency tests in foreign languages to determine those who are capable of receiving basic intelligence training in a given language and those who are not. With the assistance of our consultant, ☐ it is probable that such tests can be successfully constructed. There are potential operational as well as training uses for tests of this type.

2. ☐ has compiled a list of principles of learning, which she is using as a basis for her discussions with CF/OS, CI/OC, and the OC instructors as the planning for OC #6 and OC #7 gets underway. Suggestions for the seminar system, scheduling and sequence of instructions have already emerged. The willingness of the field training staff to consider "first principles" is a good omen for the increased effectiveness of the OC program.

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a. OTR will be "hard headed" in determining qualification to do the job, on the basis of performance in this program.

b. Career implications of non-qualification in this program are much different than failure in a basic training course (OC for example). Absence of a technical capability affects an employee's assignment, to be sure; but it is highly specific and should have no bearing on the employee's general suitability outside of that specific or technical area.

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c. Any reconsideration of the duration of the course should start with a determination of how long it takes to learn to do this particular job. This is the single most important criterion for determining course length. Anything longer than this minimally essential period is gravy; anything less could become a wholesale waste.

4. [] is working with CH/OS and others in developing the scientific and technical program.

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5. In line with Mr. Stewart's desire to "follow-up" JOT graduates, C/AB has been working with [] JOTP personnel officer, on ways of integrating and reporting A&E information on these people. We are presently planning to relate our information to the individual's Agency work history to determine, for example, whether his capabilities are being utilized most effectively, whether he has better potential for development along other lines than he is now engaged in, etc. As a pilot operation, we are reviewing 10 cases and preparing the information as a basis for discussions between C/A&E, upon his return from leave, and Mr. Stewart.

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6. At the request of C/JOTP, C/AB interviewed JOT applicant []. On the basis of this interview we were able to check out (and confirm) the reservations raised in an earlier report based on PATB alone. As a result, our original recommendation of "above average" was revised to "weak".

7. A Covert Assessment was conducted on 7 and 8 February for IO []. This is the same office to which JOT [] and [] (who is being assessed on 10 - 11 February) are assigned. [] and his staff make very intelligent and effective use of []

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25X1 8. Work on the "In-Basket" technique progresses. Dr. [redacted] expect to have sufficient material for an A&E Staff try-out on 12 February 1958.

what's this all about?

25X1 9. The [redacted] is now being used routinely (but on an experimental basis) in the intensive assessment process. In addition to obtaining an individual's performance in "problem solving", we are investigating possibilities for exploiting this situation for behavioral and interpersonal observational "take".

III. PERSONAL NOTES.

1. Chief, A&E departed 11 February for three weeks annual leave.

25X1 2. [redacted] are attending the current Administrative Procedures course.

25X1 3. [redacted] has been on sick leave for a week and is still out. The exact nature of her illness is unknown.

[redacted]

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Acting Chief
Assessment and Evaluation Staff

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WEEKLY STATISTICAL REPORT
Assessment and Evaluation Staff
Week of 3 - 7 February 1958

A. Assessments

	No. Forwarded with Comment	Total Performed
1. Interpretive Reviews		
a. Applicant		
b. EAO		
c. PLA		32
d. Career Management		
e.		
		TOTAL 32
2. Selection		
a. With individual tested		3
b. With personnel officer, supervisor, etc.		25
		TOTAL 28
3. Special		1
4. Intensive		4
5. Interpretive Conference		
a. Standard		
1. With individual		
2. With personnel officer, supervisor, etc.		7
b. Special		
1. With individual		
2. With personnel officer, supervisor, etc.		
c. Intensive		
1. With individual		
2. With personnel officer, supervisor, etc.		
		TOTAL 7

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		No. Persons Tested	No. Tests Administered
1. Professional Applicant Test Battery	32		
a. General Applicants			
1. Washington		6	54
2. Field		0	0
b. JOT Candidates			
1. Washington		5	45
2. Field		21	193
c. Other		0	0
2. Professional Employee Test Battery	20		
a. EOD		6	68
b. Pre-training		11	132
c. Internal JOT Applicants		0	0
d. Other		3	36
3. Clerical Applicant Test Battery	56		
a. Washington		26	99
b. Field		30	94
4. Clerical Employee Test Battery	11	11	55
5. Foreign Language Aptitude Test	15	15	120
6. IOC Waiver Test	0	0	0
7. Other	0	0	0
TOTAL	134	134	896

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